

Mission Statement: Provide the maintenance, custodial and construction management services in a cost effective, customer oriented manner needed to protect the capital investment made by the residents of Bedford in their public facilities and to maintain a safe, comfortable and functional environment for all building occupants.

Description: Administrative responsibilities include budget management both operating and capital projects, purchasing, accounts payable, maintenance management system administration, energy management and environmental and regulatory compliance. Maintenance activities include scheduled preventive maintenance, routine and emergency repair of all building systems, weekend building checks and on call emergency response services. Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events. Project Management responsibilities include defining the scope of work for capital projects, procuring and managing design services, reviewing design documents, bidding projects, construction contract management, and overall project management.

The Facilities Budget includes funds for the contracted services and supplies needed to support for maintenance and custodial activities and purchase utilities for 9 non-school buildings (Town Hall, Police Station, Fire Station, Public Library*, Job Lane House, DPW Seasonal Storage Building, DPW Office/Garage, VA Garage and Hartwell Pump House) totaling 134,948 square feet. The budget also funds administrative and management salaries .91 FTEs, custodial salaries 2.0 FTEs and maintenance salaries 3.4 FTEs. Note: Partial funding*